

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Phase IV, Long Range Plan

FROM:

EXTENSION

NO.

DATE

2 February 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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Dave,

Per your request. I hope the attached comments are o.K. If not, please let me know.

I. Our report on Phase IV, Long-Range Planning with regard to a strategy to increase timeliness and responsiveness of the acquisition system stresses the importance of the Logistics Integrated Management System (LIMS) in accomplishing this long-term objective. However, it should be noted that other steps have been taken to make the most of the limited personnel resources available to support the acquisition process in the Agency. The most important of these initiatives are as follows:

Procurement Division Management Information System (PDMIS)

The PDMIS was developed as a management tool to provide a means of tracking requisitions being processed by the Procurement Division (PD) and to provide information on the work flow by the various organizational components of the Division. The PDMIS interfaces with the Contract Information System (CONIF) and provides an excellent means of acquiring data to measure workload against personnel resources on an Agency-wide basis. The PDMIS provides the normal management type reports as well as special reports such as data on urgent and/or politically sensitive requirements.

Agency Standard Word Processing System

The Procurement Division is in process of implementing a division-wide standard word processing system utilizing Wang hardware and software. This new word processing system will allow us to better utilize our scarce clerical resources and to

ensure a better product which should result from the standardizing of our solicitations and contract terms and conditions.

Organizational and Personnel Roles and Responsibilities

We are constantly looking at the organizational structure within the Procurement Division with the goal of breaking down artificial constraints which interfere with accomplishing our work in the most effective and efficient means possible. The Small Purchase Branch Supply Division, was recently made a part of the Procurement Division as a section within the General Procuring Branch. The use of this very effective procurement unit for processing low-dollar requisitions has not yet reached its full potential and our general objective is to maximize the capabilities of this unit without affecting its quick reaction support for overseas operations.

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From a personnel management viewpoint, we have proposed the creation of several para-professional positions to relieve our contract officers of some of the more routine responsibilities in the area of contract administration and contract settlement. The effectiveness of this initiative will depend, to a large part, on the success we have in reducing the production clerical workload through implementation of the division-wide WANG word processing system.

II. In the future, we plan to stress the importance of advance procurement planning in the acquisition cycle. The measurement of responsiveness in acquisition management cannot be measured solely on the basis of through put time, which is construed as a time measurement from when a requisition is received until the order is placed. Responsiveness also includes having the time to review future requirements with customers to make sure we take advantage of the economies that are inherent in quantity buys and through the competitive process. Better planning ultimately translates into better procurement and better responsiveness to the overall needs of our customers.